



Division of the State Architect

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

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DSA BULLETIN 11-04

Revised: September 30, 2011

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To: Division of the State Architect Regional Offices,
School Districts, Interested Parties

From: Division of the State Architect
Department of General Services
State of California

**SUBJECT: REVISED HIGH PERFORMANCE INCENTIVE (HPI) GRANT PLAN
VERIFICATION FEES – EFFECTIVE July 1, 2011**

Purpose: To provide information on the revision of the High Performance Incentive (HPI) plan verification fees effective July 1, 2011.

Background: Assembly Bill (AB) 127, Nunez. Education facilities: Kindergarten-University Public Education Facilities Bond Act of 2006 was chaptered on May 20, 2006. This bill allowed for the passage of Proposition 1D, on November 7, 2006, providing \$100 million in High Performance Incentive (HPI) grants.

Per the State Facilities Program (SFP) Regulation Sections 1859.71.6 and 1859.77.4, DSA is required to review the proposed HPI Grant project and concur with the points specified in the High Performance Rating Criteria (HPRC). The DSA High Performance Section (HPS) conducts the HPI Grant plan verification and issues the HPI-1 form which is necessary to file with the Office of the Public School Construction (OPSC) for the grant funding.

1 Fees:

1.1 Filing Fee: A fee of \$400 is due at the time of a DSA application for those seeking the HPI grant funding. This HPI filing fee, paid with a separate check, is due when submitting the DSA-1 form and is non-refundable if the HPI plan review is cancelled or voided for any reason.

1.2 Additional Fee: The plan review fee is calculated at \$100 per point claimed as indicated on the HPI Scorecard and is due when submitting the HPI Grant plan verification documents to the DSA High Performance Section (HPS).

1.3 Further Fees/Adjustments: Additional fees may be assessed for points claimed after the initial submittal at \$100 per additional point claimed. Administrative costs incurred or other extra services due to additional plan review conducted will be charged at an hourly rate of \$100.

2. Submittal process:

2.1 Application for new HPI review: Fill out form DSA-1, check Box 16b, and include the filing fee with a separate check for \$400, payable to DSA. An HPI Notification will

be emailed to the applicant by the Intake Team with information on how to submit documents and additional fees for the DSA HPI Grant plan verification by the HPS.

2.2 Application for Revisions as indicated in DSA Bulletin BU 11-02:

2.2.1 HPI projects approved previously by the DSA that have not gone out to bid: The school district needs to contact the DSA HPS and coordinate the revision procedures, and receive an estimate of the fees. Send inquiry to: Lydia.Barron@dgs.ca.gov.

2.2.2 Projects that never applied for the HPI Grant plan verification and have been approved previously by the DSA: Fill out a revision to form DSA-1, check Box 16b, and include the filing fee. An HPI Notification will be emailed to the applicant by the Intake Team with information of how to submit documents. Include the additional fees with the DSA HPI Grant plan verification submittal package sent to the DSA HPS.

3. Fees for Project Revisions: Fees are described below for HPI plan verification of revisions to projects previously reviewed by DSA, as described in DSA Bulletin BU 11-02, Sections 3.3 through 3.6.

3.1 HPI projects approved previously by the DSA that have not gone out to bid: The plan review fee will be calculated at an hourly rate of \$100, as indicated in Sections 1.3 above. No filing fee is required.

3.2 Projects that never applied for the HPI Grant plan verification and have been approved previously by the DSA: The plan review fee will be calculated at \$100 per point claimed plus the filing fee, as indicated in Sections 1.1 and 1.2 above.

4. Intake and Review Process

4.1 Intake and Preliminary HPI Review: The DSA/HPS will conduct a preliminary review of the documents received to ensure fees have been paid, overall completeness, compliance with grant requirements and minimum energy code compliance. Projects will not be placed in line for HPI plan verification until all required supporting documents, plans, specifications, and fees have been received. If items have not been received within 8 weeks from the date recorded on the DSA-1 form, the HPI Grant plan verification will be voided. Voided projects will be charged an administrative fee on a \$100 per hour basis for the preliminary review and a fee adjustment would be assessed.

Voiding of an HPI project will not affect Structural Safety, Access, or Fire Life Safety plan reviews.

4.2 HPI/CHPS plan verification option: If a school district is also seeking a Collaborative for High Performance Schools (CHPS) verified certification along with a HPI Grant, the plan review fees are the same as above. The additional fees for non-HPI points conducted through the DSA plan verification will be \$100 per non-HPI point claimed. Interested applicants must register first with CHPS to begin the process. Refer to the [HPI-CHPS Verified Program User Guide](#) for detailed information.

5. HPI -1 Form: Payment to DSA of any of the fees for HPI Grant plan verification must be received prior to the issuance of the Form HPI-1 (DSA-402) by DSA to the school district. This form is required by the OPSC to verify the High Performance Rating Criteria (HPRC) points for the HPI grant.

6. Additional Information: For more detailed information consult the [Project Submittal Guideline for HPI Grant projects](#) and the [DSA HPI webpage](#).